**Construction Contract Administration | April 19 & 26**

**Date and Time**

Thursday, April 19th, 2018 - Thursday, April 26th, 2018

8:00 AM MST

**Location**

ECA Learning Center: 10215 - 176 Street, Edmonton, AB

***Fee***

**ECA Members and PMI Members $600 (+GST)**

**Non-Members $780 (+GST)**

***PDUs***

**Attendees of the workshop will earn 14 PDUs over the two days**

**Description**

Contract Administration (CA) is an integral part of project management, because it ensures that facilities are built as documented, and it minimizes the risk of claims. But CA is very challenging for most project managers. To do it well, you need 4 key ingredients: a good contract document, a good construction team, good process, and great communication skills. This workshop covers the last two ingredients: process and communication.

This two-day course takes project managers through a journey from the award of a construction contract to the warranty inspection and follow-up activities. Participants gain a clearer understanding of construction contracts, which will equip them to make timely decisions and take calculated risks. The course is full of real-life examples of contract administration issues and challenges.

**Who Should Attend**

The course will benefit anyone involved in the administration of construction contracts, or who is becoming involved: project managers, project officers, clients, contractors, subcontractors, suppliers, supervisors, and consultants.

**Course Objectives**

The course combines lecture, group interaction, case studies, and real court cases – all intended to reinforce your understanding of important contract administration issues.

**Upon completion participants will be able to:**

* Describe and interpret the key General Conditions of construction contracts
* Demonstrate how to handle key issues related to contract administration
* Conduct a well-organized start-up meeting
* Use the contract administration tools properly
* Save time and effort by taking corrective and preventive actions in a timely manner
* Enforce contract provisions fairly and firmly
* Explain how to implement a proactive approach to prevent contract claims

**Workshop Instructor**



* Dr. Sami Fahmy is founder and president of the Performance Excellence Institute, a consulting firm dedicated to teaching and supporting the latest and most advanced approaches to Project and Construction Management. Dr. Fahmy is a Civil Engineer by education and a Project Manager by education and training. He has 40+ years of PM practical experience covering a wide range of Project Management and technical areas, including 30 years with Public Works and Government Services Canada, where he led and oversaw the training of Project Managers.
* Dr. Fahmy's enthusiasm for teaching makes him a highly informative, interactive, and entertaining educator. He is one of Alberta’s most in-demand construction educators. He has taught courses (including courses at the graduate-level) for NAIT, the University of Calgary, and the University of Alberta; and he is a Global Registered Educational Provider with the Project Management Institute (PMI).

**For more info about the workshop, please**

* **Call Dr. Sami Fahmy @ 780 990 9943 or visit www.peii.ca**

**To Register**

* <https://www.edmca.com/networking/event-details/?EventID=397>
* **or call Jessica at 587 773 0899**

**Schedule: Day One**

**Administrative issues in construction contracts**

* Owner's roles and responsibilities
* Contractor's roles and responsibilities
* Ten rules for contract interpretation
* Contract administration philosophy
* Key General Conditions of the construction contract
* Learning activities, case studies, and exercises

**Post Construction Contract Award Activities**

* Introduction to Contract Administration
* Contract Award
* Start-up Meeting
* Alternatives and substitution
* Project submittals
* Shop Drawings Submission and Review
* Construction insurance and bonding
* Learning activities, case studies, and exercises

**Work Execution and Site activities**

* Project monitoring and control issues: Schedule, Cost, Quality, Safety & Security
* Communication on-site
* Learning activities, case studies, and exercises

**Schedule: Day Two**

**Construction Administration Issues**

**Progress, Substantial completion**

* Progress Inspection and Payment
* Substantial Certificate & Warranty Certificate
* Case Studies, Exercises

**Record Keeping and File management**

* What records to keep, and why
* Diaries, Emails, and Photos

**Change Order Management**

* Approaches to Change Orders
* Estimating for Change Orders
* Causes, effects, and real cost of change orders
* Impacts of Changes on project schedule
* Direct and indirect costs of change orders
* Cumulative impacts of change orders
* Case Studies & Exercises

**Contract Close Out**

* Final certificate
* Commissioning
* Warranty certificate

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